

## MEMORANDUM

To: Finance Committee Date: June 28, 2016  
From: Barbara Whitehorn, CFO Prepared by: Frank McGowan,  
Finance & Strategic Services Manager  
Via: Gary Jackson, City Manager  
Subject: Update on Community Agreements Process Improvement Project

The purpose of this memorandum is to provide information to the Finance Committee about staff's process improvement project to improve operations and provide increased transparency by identifying and evaluating all community agreements.

Background: The City of Asheville maintains agreements with various partners (community, neighborhood, not-for-profit, for-profit, and other governmental agencies) to deliver programs and services by leveraging limited resources. The types of agreements include leases, facility use, outside agency support, mutual aid, MOU's, and economic incentives, just to name a few. These agreements are managed by the issuing departments and are not currently centralized. Further, because programmatic performance has been decentralized, a complete picture of the City of Asheville's relationship with some community agencies is sometimes difficult to discern.

The objectives of this process improvement project are to improve operations and increase transparency. City departments received an initial call to provide all relevant agreements and have been responsive. Finance staff has begun compiling a comprehensive list of agreements. The list will be reviewed for completeness and then the corresponding documents will be archived. Next steps will include determining the process for on-going analysis, performance evaluation, definition of public purpose and proactive management of agreements.

Next Steps: The Finance and Management Services Department will be hiring a staff person to oversee all community agreements, MOU's, incentives and grants. A budgeted position in the department that is currently vacant is being reallocated, according to a plan developed during the budget process. We anticipate hiring in or before September, 2016, with plans to have the staff person on board by the end of the first quarter of the fiscal year. Staff will periodically update the Finance Committee on future progress of this process improvement project.